

Property Location: _____	COMMERCIAL & INDUSTRIAL PROPERTY	Town of Brookline Fiscal Year 2021
Parcel ID (Block & Lot): _____	Lease / Rental Terms	Calendar 2019 for January 1, 2020

Tenant Name	Use	Floor Level	Leased Area (Sq. Ft.)	Leased Area Type (Gross/Net)	Lease Type (Gross Net NNN)	Lease Start Date (Month/Yr)	Lease End Date (Month/Yr)	Renewal Options	Overage or Percentage	Escalation Clause	Monthly Rent \$	Annual Rent \$

OTHER INCOME: Parking, Cell Antennas, ATM's, Signs, Vending, etc.

Source	Monthly Amount \$	Annual Collected \$	Comments:

Calendar Year Income Summary

Total Potential Gross Income	Total Concessions	Total Vacancies	Total Collection Loss	Total Parking Income	Total Other Income	Total Rent Collected
\$	(\$)	(\$)	(\$)	\$	\$	\$

Annual Expenses for All Property Uses

Block & Lot:	Location:		Expenses for Calendar Year: 2019		
Town of Brookline	Landlord Amount \$	Tenant Amount \$		Landlord Amount \$	Tenant Amount \$
<u>Management & Administrative</u>			<u>Maintenance & Cleaning</u>		
Management Wages or Fee			Wages		
Legal & Accounting			Supplies		
Security Wages			Maint. Service Contract Fee		
Payroll			Grounds Keeping		
Group Insurance			Rubbish Removal		
Telephone			Snow Removal		
Advertising			Exterminator		
Commissions			Other:		
Other			Other:		
Total			Total		
<u>Repairs & Alterations</u>			<u>Capital Improvements</u>		
Exterior			Description		
Interior					
Mechanical			Total		
Electrical			<u>Tenant Improvements</u>		
Plumbing			Description		
Total			Total		
<u>Utilities & Condo Fees</u>			<u>Other Expenses</u>		
Electricity			Real Estate Taxes		
Gas/Oil			Reserve for Replacement		
Water & Sewer			Apartments for Employees		
Condominium CAM Charges			Insurance (1 yr. Premium)		
Other			Other:		
Total	\$	\$	Total	\$	\$
Comments:					

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: _____ Title: _____ Phone: _____ Date: _____